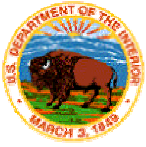

Appendix B



Department of the Interior



Western Zone Bureau of Land Management



1.0 BUREAU OF LAND MANAGEMENT WESTERN ZONE AVIATION PLAN

1.1 PURPOSE

This is a supplement to the Bureau 9400 Manual, Departmental Manuals 350-354, and the BLM State of Montana Aviation Plan. The Montana Western Zone will operate under this plan.

1.2 MISSION STATEMENT

The Western Zone is fully committed in promoting aviation safety through awareness, communications, and training with the goal of developing a proactive culture that maintains an accident-free environment.

1.3 AUTHORITY

BLM Manual 9400, paragraph 33, authorizes this plan. As a supplement to the 9400 manual and the State Office plan, it conforms to all Bureau and Departmental aviation policy.

1.4 RESPONSIBILITY

For a complete listing of responsibilities, reference the DOI, BLM Montana/Dakotas State Aviation Plan (Section 1.4)

- A. The Field Office Managers delegate responsibility for the aviation program to the Zone Fire Management Officer (FMO). The Zone FMO is appointed Zone Aviation Manager and is responsible for coordinating the aviation program with the Western Zone Field Offices. All aviation procurement and contracting have to be approved by the Zone FMO.
- B. Butte Field Office Fuels Program Manager in the absence of the Zone Aviation Manager will assume responsibilities.
- C. Field Office Managers are responsible for planning, authorizing and monitoring air operations to accomplish their specific AWP objectives.
- D. Vendors will be the responsible for submitting OAS-23 documentation directly to Boise for payment. Yellow copies of OAS-23's will be sent to the Western Zone Aviation Manager.
- E. Project Coordinator will submit a project description and hazard analysis to the BLM Montana State Office (MT 925) for review.

2.0 GENERAL POLICY

2.1 AIRCRAFT USE AND SAFETY PROCEDURES

- A. All Zone aviation activities will be coordinated through the Zone Aviation Manager. Zone air operations will comply with the State Aviation Plan.
- B. Employees using aircraft will be responsible for ensuring that all safety requirements of a flight are fulfilled. See Attachment A.
- C. Under No circumstances (except take-offs, landings and special use classifications) are flights below 500 feet above ground level (AGL) permitted or authorized. Special use classifications will be authorized as outlined in Departmental Manuals and Office of Aircraft Services (OAS) Procedures Manuals.

3.0 AIRCRAFT REQUESTS AND PROCUREMENT

Appendix B Refer to the DOI/BLM Montana/Dakotas State Aviation Plan (Section 3.0) for more information

3.1 AIRCRAFT USE REPORTS (Form OAS-23)

These forms must be completed for all procured aircraft. The Butte District Billee Code is 6490. The Dillon Field Office Billee Code is 61X0. This code should be utilized for all aircraft procured by Western Zone Aviation Management

- A. Fixed Wing
Line entries are to be completed each time the aircraft lands.
- B. Helicopters
 - Single use. If all flight times for one day are to be charged to one activity, one line entry can be made at the end of the day.
 - Multiple use. If flight times for one day are to be charged to more than one activity, then a line entry must be made after each activity flight.
- C. Each line entry is to include the following information:
 - Date
 - Flight origin and destination
 - Start and Stop time
 - Elapsed time
 - Number of passengers

- Pilot=s initials
- Activity charge preceded by MT-070 for Butte
- Signature of employee using flight

C. The employee using the flight will be responsible for the completion of the Aircraft Use Report and for routing it to the Zone Aviation Manager.

4.0 AVIATION OPERATIONS

Appendix B Refer to the DOI/BLM Montana/Dakotas State Aviation Plan (Section 4.0) for in information on:

1. General Use Flights
2. Mission Flights
3. Special Use Flights
4. Flight Following
5. Flight Crew/Air Crew/Passenger
6. Law Enforcement Operations
7. Air Tactical Supervision
8. Operational Procedures

5.0 AVIATION SAFETY AND ACCIDENT PREVENTION

Refer to the DOI/BLM Montana/Dakotas State Aviation Plan (Section 5.0) for in information on:

1. Pilot Information
2. Mission Planning
3. Environmental Factors
4. Mishap Reporting
5. Aviation Training and Qualifications
6. Aviation Reviews

5.1 AVIATION MISHAP RESPONSE PLAN (Develop Locally)

Each dispatch office in the Western Zone will utilize the following document for their aviation mishap responses. These plans will be reviewed and updated on an annual basis.

<http://www.oas.gov/oassafety/library/iamrp.html>

ATTACHMENT A

AVIATION USER=S GUIDE

1. Schedule all flights through a Zone Aviation Manager or Field Office Aircraft Coordinator
2. Inform the Zone Aviation Manager or Aircraft Coordinator of any schedule changes as they occur.
3. Familiarize yourself with manifesting and flight following requirements of your flight. Every mission must have a flight plan.
4. Arrive at least 15 minutes before departure time.
5. Ensure pilot and aircraft are approved. Check data cards visually.
6. Brief the pilot concerning what you wish to accomplish during the flight.
7. Follow all instructions from the pilot. This pilot has the final say. They know the capabilities of both themselves and the aircraft.
8. Stay away from a helicopter's main and tail rotors and stay away from any airplane propellers.
9. Have a pilot brief all personnel not familiar with specific aircraft and equipment being used.
10. Keep seatbelts fastened anytime aircraft is in motion. Leave seatbelts inside and fastened when departing the aircraft.
11. Familiarize yourself with the location and use of emergency equipment and exits in the aircraft.
12. Check radio before takeoff. Maintain communications.
13. Do not smoke within 50 feet of parked aircraft. No smoking in helicopters at any time.
14. Refrain from conversing with the pilot during take-off and landing.
15. Inform the pilot of any other aircraft in close proximity. Be an alert observer not just a passenger. Recognize flight hazards.
16. Report marginal aircraft or pilot performance or any unusual circumstances of the flight to the Zone Aviation Officer.